



Applicant User Guide to Access the GRFP Module

July 2023, Version 2.0



Guide Contents

I. [How to Register an NSF Account to Access the GRFP Module](#)

- [Step 1: Navigate to the GRFP Sign In page](#) (Page 4)
- [Step 2: Register for an NSF account in Research.gov \(one-time process\)](#) (Pages 5–6)
- [Step 3: Sign in to Research.gov and navigate to the GRFP Module from the My Desktop page](#) (Pages 7–9)
- [Step 4: Start your GRFP application](#) (Page 9)
- [Step 5: Review fellowship application guidelines and then click Continue](#) (Page 10)
- [Accessing the GRFP Module After Registering for an NSF Account](#) (Page 11)

II. [Appendix: Signing in to Research.gov with Organization Credentials or Login.gov Credentials](#)

- [Using Organization Credentials to Sign in to Research.gov](#) (Page 13)
- [Using Login.gov Credentials to Sign in to Research.gov](#) (Page 14)



How to Register for an NSF Account to Access the GRFP Module



Applicants must first register for an NSF account in Research.gov to access the GRFP Module to start a new fellowship application. Registration is a quick and easy one-time process.



If You Already Have an NSF Account:

- *If you already have an NSF account, please proceed with Step 3 on page 7 of this guide to sign in to Research.gov with your NSF account credentials.*
- *Do not create a new NSF account. Each individual user of NSF systems should not have more than one NSF account (NSF ID).*

Step : Navigate to the GRFP Sign In page.

- Access the GRFP Sign In page for the GRFP Module at: <https://www.research.gov/grfp/Login.do>.

GRFP Sign In page

Research.gov | Help

Graduate Research Fellowship Program (GRFP)

Graduate Research Fellowship Program

Welcome to the NSF Graduate Research Fellowship Program (GRFP).

- Updated Sign-in process for GRFP Fellows: A guide with step-by-step instructions and associated screenshots as well as Frequently Asked Questions (FAQs) is available [here](#).
- All GRFP applicants are able to view, save, and print their application reviews until **July 15, 2023**.

Awardees can also view, save, and print their award offer letters.

Email notifications have been sent to all GRFP applicants on how to access the reviews. To access reviews and award letters, log in to GRFP at <https://www.research.gov/grfp/Login.do>.

The following functions are available:

- View/Print Application Reviews**
Available: until **07/15/2023**
Click "View PDF" to print and save
- View/Print Fellowship Award Offer Letter**
No time restriction
Click "View PDF" to print and save

NSF GRFP Competition Results

- [Award Offers and Honorable Mentions List](#)

Applicant and Reference Writer Assistance

For technical questions about this application module: e.g., login problems or system unavailability/error messages, please contact the NSF Help Desk at 1-800-381-1532 or fastlane@nsf.gov.

For additional information about preparing your application please visit <https://nsfgrfp.org>.
NOTE: You are leaving the NSF system to visit an external website.

Applicants and reference writers may also reach out directly to the GRFP Operations Center with questions about the application and reference writer process. Questions should be directed to:
GRFP Operations Center
Phone: 866-NSF-GRFP (866-673-4737)
Email: info@nsfgrfp.org
Hours of Operation: 9:30 a.m. - 5:30 p.m. EASTERN TIME

Current Fellows and GRFP Officials Assistance

If you have TECHNICAL problems accessing your fellowship information or Coordinating Official functions please click [here](#).

Sign In for GRFP Applicants, Fellows and Officials

[Sign In to Research.gov](#)

A Research.gov account is required to access GRFP. [Register](#)

Applicants
Students can create and submit an application (during the open application period).

Fellows
Students can declare plans, submit reports and view their status.

Officials
Manage fellows, view reports, verify progress and more.

Quick Links

- GRFP Solicitation and FAQs
- Administrative Guide for Fellows and CO's
- Application Guidelines
- Institution Directory
- Add New Role/Transfer PI
- GRFP Account Training Resources

National Science Foundation
2415 Eisenhower Avenue, Alexandria, Virginia 22314, USA
Tel: 703-292-5111, FIRS: 800-877-8339 | TTY: 703-292-5090

[Privacy and Security](#)

Training resources including Frequently Asked Questions (FAQs) are available [here](#). For IT system-related questions, sign in assistance, or account inquiries, please contact the NSF Help Desk at 1 (800) 381-1532 or via rgov@nsf.gov.



Step 2 : Register for an NSF account in Research.gov (one-time process).

- Click the **Register** link on the GRFP Sign In page to register for an NSF account in Research.gov. (A)
- You will be navigated to the Research.gov Account Registration page. (B)
 - Enter registration information for your NSF account.
 - Select **Save & Preview**.
- Verify your NSF account registration information on the Preview Account Registration screen and check (C) the box to confirm you are not a robot. If you need to change information, click the **Edit** button to return to the previous screen.
- After clicking **Submit**, the system will generate a confirmation message. (D)
- You will receive two system-generated emails at your NSF account primary email address. One email will contain your new NSF ID for your NSF account. The second email will have your temporary password so you can sign in to Research.gov. Follow instructions provided in the email to sign in to Research.gov with your NSF account credentials and to change your temporary password. You are encouraged to sign in to Research.gov with your NSF account primary email address. (E)



NSF Account Primary Email Address Tips:

- Your NSF account primary email address will be used for NSF account notifications including password resets.
- Please make sure you have ongoing access to this email account (e.g., Gmail address).
- It is critical that you have continued access to this email account if you change organizations.
- NSF account holders can update their NSF account primary email address without NSF Help Desk assistance after registration.



B

NSF Account Registration page

NSF account Primary Email field

Check the box to confirm you are at least 13 years of age

Save & Preview button is enabled after age confirmation box is checked

C

Preview Account Registration screen to verify NSF account information

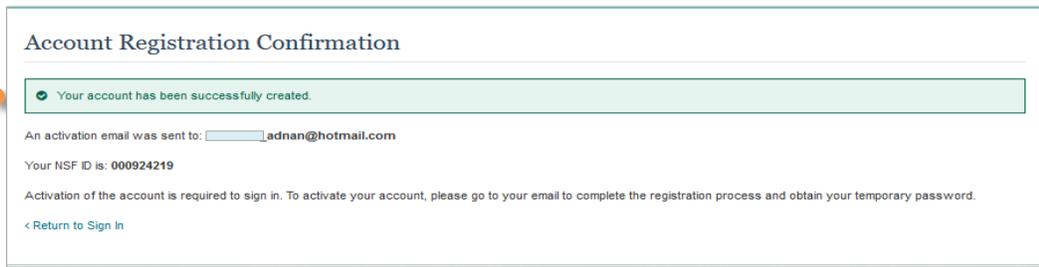
Submit button is enabled after the *I'm not a robot* box is checked

Click the Edit button to make changes to information



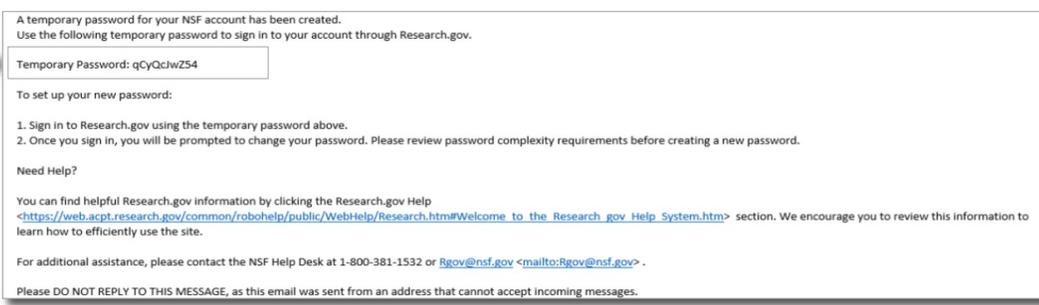
D

Confirmation message indicates successful NSF account creation



E

System generated email is sent to the NSF account primary email address with temporary password to sign in to Research.gov



i Tips About the Two System-generated Emails You Will Receive:

- Check your NSF primary email account to view the following two email messages:
- One email contains your new NSF ID for your NSF account.
 - The second email will have your temporary password so you can sign in to Research.gov. Follow instructions provided in the email to sign in to Research.gov and to change your temporary password. You are encouraged to sign in to Research.gov with your NSF account primary email address.

Step 3 : Sign in to Research.gov and navigate to the GRFP Module from the My Desktop page.

- Access [Research.gov](https://www.research.gov).
- Click **Sign In** located at the top right of the screen to enter NSF account credentials.
- Enter NSF account credentials. (**Note:** See the Appendix for information about signing in to Research.gov with Organization credentials or Login.gov credentials after establishing an NSF account.)
 - Type your NSF account primary email address or NSF ID in the **Primary Email Address or NSF ID** field. You are encouraged to sign in with your NSF account primary email address.
 - Type your NSF account password in the **Password** field.
 - Click the **Sign In** button.
 - You will be on the Research.gov home page where you will select the **Graduate Research Fellowship Program (Applicants, Fellows)** link from the Fellowships tile to go to the GRFP page.



Sign in with your NSF account primary email (or NSF ID) and your NSF account password.

Sign In button is enabled after credentials are entered



Tips About Research.gov Forgot ID and Forgot Password Features

Forgot ID link
(Available for NSF accounts after registering in Research.gov)

Forgot Password link
(Available for NSF accounts after registering in Research.gov)

- The Research.gov Forgot ID and Forgot Password features are for NSF account information only and can be used after you register for an NSF account in Research.gov.
- If you need additional assistance, please contact the NSF Help Desk.



Research.gov ONLINE GRANTS MANAGEMENT FOR THE NSF COMMUNITY

Welcome Alan Alphaman | Sign Out (Home) | My Profile | Contact | Help | About

Proposals | Reviews & Meetings | Awards & Reporting | Fellowships | Manage Financials | Administration

To access restricted features, add a role

Proposals
 Prepare and Submit Proposals (Letters of Intent, Preliminary, Full, Renewal, Postdoctoral Fellowships and SBIR/STTR)
 Access FastLane for Limited Functionality (Proposal File Updates, Proposal Downloads, Budget Revisions)
 Demo Site: Prepare Proposals (Training)
 Proposal Status

Reviews & Meetings
 Provide Reviewer Profile Information
 Panelist Functions (Travel and Reimbursement, Meeting Sign-in, Panel Review System, Interactive Panel System)
 Proposal Review (Prepare Review, View/Save Proposal for Review, Interactive Panel System)
 Proposal Evaluation System (Pilot) (Reviews, Ratings, Panels)

Awards & Reporting
 Project Reports
 Demo Site: Project Reports (Training)
 Notifications & Requests
 Award Documents
 Supplemental Funding Requests (Including Career-Life Balance)
 Demo Site: Supplemental Funding Requests (Training)
 Continuing Grant Increments Reports
 Award Functions
 NSF Public Access Repository (NSF-PAR): Add Research Products | Manage Research Products

Fellowships
 Graduate Research Fellowship Program (Applicants, Fellows)
 Graduate Research Fellowship Program (Officials)
 Manage Reference Letters (Writers)

Manage Financials
 ACMS (Award Cash Management Service)
 Program Income Reporting
 Individual Banking (Postdoctoral Fellows, Honorary Awardees, Invitational Travelers, and other payees)
 Grant Post-Award Financial Contacts

Administration
 User Management
 Research Administration
 Look Up NSF ID

Graduate Research Fellowship Program (Applicants, Fellows) link

Step 4 : Start your GRFP application.

- Select **Apply Now** to review guidelines and start your new GRFP application via Research.gov.

Research.gov | Help

Graduate Research Fellowship Program (GRFP)

Graduate Research Fellowship Program (GRFP) Account
for Ana Santiago

Apply for a GRFP Fellowship Award

Apply Now

Access My GRFP Fellows Account

If you have been awarded a Fellowship and you used a different email address, enter that email address to link your accounts.

* GRFP Account Email Address | I can't access my GRFP account email address

OR

Apply Now Button



Step 5 : Review fellowship application guidelines and then click Continue.

- After you click the **Continue** button, you will be navigated to the GRFP Applicants homepage where you can complete, review, and check the status of your fellowship application.

Graduate Research Fellowship Program (GRFP)

Prepare a New Graduate Research Fellowship Program (GRFP) Application

BEFORE YOU START:
Check the brief guidelines below. See [Solicitation](#) for official requirements. Applications not meeting official requirements in the GRFP Solicitation will **NOT BE REVIEWED.**

ELIGIBILITY:
Applicant: All rules apply.

Age	US citizen, permanent resident, or naturalized
Proposed Grad Institution	Full-time enrollment beginning Fall 2022 at accredited US academic institution in the US, its territories, possessions, and Puerto Rico. NO FOREIGN INSTITUTIONS.
Approved Field of Study	Check Approved Fields of Study (in Solicitation Appendix). Ineligible fields of study include disease-oriented, biomedical, health, counseling, and others.
Approved Degree Program	Research-based STEM Master's and Doctoral degrees, no professional or joint professional degrees (e.g., MSW, MBA, JD, DCU, MD, MEd, MEdEd, MEdPE)

Academic Level: Only one level can apply

Level 1: Undergrad/Bachelor's student	Current Senior, or completed Bachelor's degree; never enrolled in graduate degree program, ready to enroll full-time by Fall 2022.
Level 2: 1st year grad student	Current first year graduate student in eligible Field of Study at US academic institution. Currently enrolled in joint Bachelor's-Master's degree (must have completed three academic years in program).
Level 3: 2nd year grad student	No more than one academic year of graduate study in eligible Field of Study at US academic institution. Joint Bachelor's-Master's degree holders who progressed to a doctoral program the semester following award of joint degree (summer break acceptable), who have not applied previously as graduate students, may apply as first-year doctoral students only.
Level 4: Returning grad student	NOT enrolled in graduate school. Two-years or more post-Master's degree. No terminal (doctoral) degree holders.

APPLICATION PREPARATION:
Format compliance: All rules apply.

Color	Black
Font	Times New Roman for all text. Cambria Math font for equations, and Symbol font for non-alphabetic characters (it is recommended that equations and symbols be inserted as an image, no smaller than 11 pt, except see that is part of an image)
Spacing	No less than single spacing (approximately 0 lines per inch)
Margins	1" margins on all sides, no text inside 1" margins (no header, footer, or page number)
Templates	See National Science Foundation Graduate Research Plan Template

BEFORE YOU SUBMIT Application: All steps apply.

Personal Profile	Fill in all required fields.
Personal Statement	3 pages (PDF, see Personal Statement template)
Graduate Research Plan	2 pages, including references (PDF, see Graduate Research Plan template)
Transcripts	From all degree institutions (do not include from current institution). Must include at least one transcript. Transcripts must not be encrypted.
Reference Writers	Three or more reference writer names (two letters are required). NO extensions or exceptions. NO materials accepted by email.
Deadlines	NO extensions or exceptions. NO materials accepted by email.

CLICK [Sign and Submit](#)
Check for confirmation email. Check View Application Package Status to confirm receipt at NSF before 5:00 p.m. Local Time of applicant's mailing address. You're done!

ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED. INCOMPLETE APPLICATIONS WILL **NOT BE REVIEWED.**

[Continue](#) [Cancel](#)

National Science Foundation
2415 Eisenhower Avenue, Alexandria, Virginia 22314, USA
Tel: 703-292-5111, FAX: 800-677-8339 | TTY: 703-292-5096

[Privacy and Security](#)

Click Continue after reviewing guidelines

Success! You are navigated to the Applicants homepage.

Applicants homepage

Research.gov | Help | Change Password | Sign Out

NSF Graduate Research Fellowship Program (GRFP)

Manage My Application

Quick Links

- Program Solicitation
- Application Guidelines
- Administrative Guide for Fellows and CO's

Welcome Applicants

Please read the GRFP Program Solicitation prior to completing an Application Package. If you need additional application help, see **Frequently Asked Questions available under the "Additional program resources" section of the NSF GRFP page.** Use the navigation links and buttons **within the application** to navigate through the application package. Using the navigation buttons on your Internet browser toolbar can result in the loss of data that was entered.

GRFP applications that are not **received** by the NSF prior to 5:00 p.m. local time of the applicant's mailing address will not be accepted and thus not reviewed. Applicants are advised to allow adequate time to **both** submit and confirm NSF's receipt of their application prior to the deadline. A confirmation email will be sent by NSF after the application has been received. View the **Application Package Status** page to confirm the date at which the application was received by NSF.

Application Package Task List

- Prepare Application
- View/Print Application
Download/save a copy of your application now. It will not be available after July 15.

Application Package Optional Task List

- Check Application Completeness
- Manage References
Function will not be available after 11:59:59 PM Eastern Time on your application deadline date.
- Check Application Package Status
- Cancel Application Package

Applicant Data

Applicant ID: 1000363446
Name: Test Testaravani
Address: 123 Anywhere Road
City, State, Zip: Silver Spring, MD, 20910
Phone: 2016508660
E-mail: testgrfp@gmail.com
[Update My Profile](#)

Application Year: 2024
Application Status: Unsubmitted
Final Status:



Accessing the GRFP Module After Registering for an NSF Account

- You have completed your one-time registration in Research.gov.
- From now on, you will sign in to Research.gov with your NSF account credentials to access the GRFP Module.
- You have two options to sign in to Research.gov to access the GRFP Module:
 - **Research.gov Sign in Option #1:**
 - Open the [GRFP Sign In page](#).
 - Click the **Sign In to Research.gov** button.
 - Enter your NSF account credentials.
 - **Research.gov Sign in Option #2:**
 - Open [Research.gov](#).
 - Click Sign In located at the top right of the screen to enter your NSF account credentials.
 - From the home page, select the **Graduate Research Fellowship Program (Applicants, Fellows)** link in the Fellowships tile.

Questions?

- For IT system-related questions, please contact the NSF Help Desk at 1 (800) 381-1532 (Monday – Friday except federal holidays; 7:00 AM – 9:00 PM Eastern Time) or via rgov@nsf.gov.
- Questions about the GRFP application process and reference writer process should be directed to the GRF Operations Center (website: <https://nsfgrfp.org>) at 1-866-NSF-GRFP (1-866-673-4737) or by email to info@nsfgrfp.org.



Appendix: Signing in to Research.gov with Organization Credentials or Login.gov Credentials



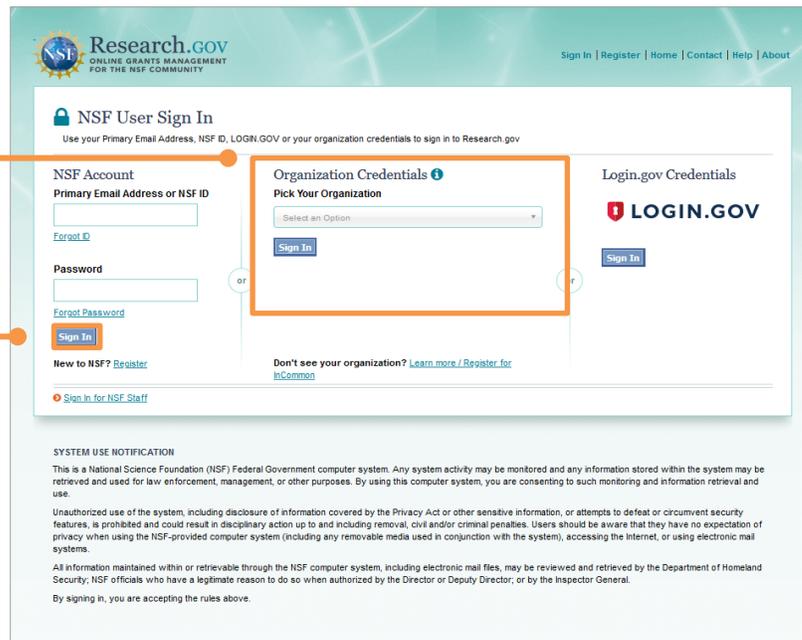
Using Organization Credentials to Sign in to Research.gov

After following the steps in this guide to register for an NSF account in Research.gov (and link it to your GRFP account if you are a previous Applicant), you can sign in to Research.gov with your organization-issued credentials if your organization is an InCommon Federation participant and integrated with NSF. Please check the Organization drop-down on the Research.gov Sign In page to view the list of InCommon Organizations that participate/integrate with NSF.

- Only InCommon Federation participants can use their organization-issued credentials to sign in to Research.gov.
- If you are signing in with your organization-issued credentials, you will be prompted to link your credentials to your NSF account if they are not already linked.
- Please see the [About the InCommon Integration at Research.gov](#) page to learn more.
- If you have questions, please contact the NSF Help Desk at 1 (800) 381-1532 (Monday – Friday except federal holidays; 7:00 AM – 9:00 PM Eastern Time) or via rgov@nsf.gov.

Sign in with your Organization credentials

Sign In button is enabled after credentials are entered





Using Login.gov Credentials to Sign in to Research.gov

After following the steps in this guide to register for an NSF account in Research.gov (and link it to your GRFP account if you are a previous Applicant), you can sign in to Research.gov with your Login.gov credentials.

- [Login.gov](#) is a Federal shared service platform that provides multi-factor authentication for users to sign in to participating government agency systems.
- Accessing Research.gov through Login.gov enables Applicants to have a single username and password for participating Federal systems.
- After Login.gov credentials (username and password) are entered, the Login.gov system will require the Applicant to provide a second factor such as a security key, authentication application, or a one-time security code the Applicant receives by phone or by text to complete the authentication. For more information, please see the [Login.gov Help Center Authentication Options](#) page.
- When signing in to Research.gov with Login.gov credentials the first time, the Applicant's Login.gov account and NSF account will automatically be linked if the same primary email is used for both accounts. If Research.gov does not detect a primary email address match for both accounts, the Applicant will be prompted to complete a one-time process to link their Login.gov account to an existing NSF account.
- If you have questions, please contact the NSF Help Desk at 1-800-381-1532 (Monday – Friday except federal holidays; 7:00 AM – 9:00 PM Eastern Time) or via rgov@nsf.gov.

NSF User Sign In
Use your Primary Email Address, NSF ID, LOGIN.GOV or your organization credentials to sign in to Research.gov

NSF Account
Primary Email Address or NSF ID
[Text Field]
[Forgot ID](#)

Organization Credentials
Pick Your Organization
[Dropdown Menu]
[Sign In](#)

Password
[Text Field]
[Forgot Password](#)
[Sign In](#)

Login.gov Credentials
LOGIN.GOV
[Sign In](#)

[New to NSF? Register](#) [Don't see your organization? Learn more / Register for InCommon](#)

[Sign In for NSF Staff](#)

SYSTEM USE NOTIFICATION
This is a National Science Foundation (NSF) Federal Government computer system. Any system activity may be monitored and any information stored within the system may be retrieved and used for law enforcement, management, or other purposes. By using this computer system, you are consenting to such monitoring and information retrieval and use.

Unauthorized use of the system, including disclosure of information covered by the Privacy Act or other sensitive information, or attempts to defeat or circumvent security features, is prohibited and could result in disciplinary action up to and including removal, civil and/or criminal penalties. Users should be aware that they have no expectation of privacy when using the NSF-provided computer system (including any removable media used in conjunction with the system), accessing the Internet, or using electronic mail systems.

All information maintained within or retrievable through the NSF computer system, including electronic mail files, may be reviewed and retrieved by the Department of Homeland Security; NSF officials who have a legitimate reason to do so when authorized by the Director or Deputy Director; or by the Inspector General.

By signing in, you are accepting the rules above.

Sign in with Login.gov credentials

Sign In button is enabled after credentials are entered